

Get Organized

Why is it so difficult to get organized?

- American families today handle **6 times more paper** than they did in the 1950s.
- The average person handles 300 sheets of paper per day, equaling an average of **660 pounds of paper per year!**
- Average new home sizes today are twice the 900 square foot average in the 1950s, leading to **more space** to fill with excess junk!
- Americans have the longest work week of any industrialized nation which means **less time** at home to organize.

3 steps to getting organized

Have what you need.

Have a trash can in each room and cleaning supplies in each bathroom. Also, keep small storage of office supplies, like stamps, envelopes, etc., where your mail is sorted so you can immediately respond to mail.

Actively use your storage. Keep things you use most often accessible. For example, keep clothes you wear often near the front of the closet. Even move seasonal clothes out of active space.

Get rid of clutter by putting it in a handier place, giving it away, or throwing it away if unusable. Clutter increases the time we spend on daily tasks. Start organizing by choosing a room that is used often so you will see the impact immediately.